

TOWN OF CHATHAM
488 State Route 295, Chatham, NY 12037

Special Town Board Meeting Minutes

Thursday, February 29, 2024 @ 5:00PM

This Meeting is IN PERSON (Town Hall) For Board Members With the Exception of the Occurrence of
Extraordinary Circumstances

IN PERSON and VIRTUAL for the Public

Google Meet: <https://meet.google.com/yct-bjad-imo>

Or dial: (US) +1 260-638-0584 PIN: 728600713#

- **PRESENT**

Supervisor Donal Collins, Councilmembers Rick Werwaiss arrived at 5:10PM Angus Eaton, John Wapner, Highway Superintendent James Fetzer, CAATS Tammy Shaw, Town Clerk Beth Anne Rippel

VIRTUAL

Councilmember Destiny Hallenbeck

- **RECORDING NOTICE**

- Supervisor Collins called the meeting to order and led the pledge of allegiance to the flag.

- **OLD BUSINESS:**

1. **Citizen Committee Goals**

A. Broadband & Cellular (attached)
Hallenbeck-BB investigate maps and acp

B. CAP (attached)
Henry Corsun-working on Ag. Protection plan. Standing by to offer an ag perspective when it comes to zoning.

C. Climate Smart (attached)
Eaton- read through goals

D. Communications (attached)

Wapner said the committee set 3 goals. Discussion continued on AI and alternatives to summarize meetings. Hallenbeck-suggested that instead of doing a handwritten summary of a meeting we link the videos to the meeting, time stamp. Instead of doing a synopsis. Collins asked who would review the synopsis? Wapner hasn't given it any thought. Angus-we can bookmark the videos. Collins asked when the synopsis would be sent to the public. Wapner said soon after the meeting so people have the information readily. The newsletter doesn't serve the purpose. Collins is concerned about who does the last editing. Hallenbeck-time stamp video is the way to start. Werwaiss thinks generating the ability to create content. There might be a topic oriented publication between newsletters. Town may want to generate an educational campaign at some point. Angus-something you budget for? Werwaiss-yes

E. CAC

Werwaiss-hasn't called a meeting of the CAC and won't until he sorts out the membership on the council. Abi stated that Werwaiss has asked her to resign because he said that it was not to the Towns benefit that they both serve. No comment from the Board. Collins asked when the CAC met last, Werwaiss replied that it's coming up on a year.

F. Finance & Planning (attached)

Levow-presented their goals

G. Grants (attached)

Schoonmaker-3 goals

H. Housing (attached)

Hallenbeck

I. Invasive Species (attached)

Abi Mesick presented and said that Kelly Mackerer is interested in joining the Committee.

J. Park & Recreation (attached)

Wapner

K. Zoning Update Committee (attached)

Eaton-2 goals- housing and solar. We want to have joint meetings with housing.

2. Short Term Rental Regulation Grace Period

Collins-the local law states 120 day grace period. Would like to extend the grace period. March 22 is the last day of the original grace period. Werwaiss-another 30 days is appropriate. Collins stated that we budgeted \$2500. for a compliance company. That is a "group rate" as the Town would be included in the County agreement. We're looking at a considerable cost increase for the compliance company now because the Town would be acting alone.

- **NEW BUSINESS**

1. External Use of Town Logo

Collins reported that a local political committee has been using the town logo on their newsletter. How does the Board feel about that? Werwaiss and Eaton both agreed that it was inappropriate. Motion was made by Eaton to ask them to remove the town logo from their

website/newsletter, seconded by Werwaiss and carried.

- **PUBLIC COMMENT**

Abi Mesick-street lights-when you said the past board was reticent -it was because there hadn't been any outreach regarding the street lighting question. .

Collins-there is a town website but information from committees has to be submitted in order to have it posted.

Mesick-regarding timestamp- who is going to determine the stamp? Even a time stamp can be subjective. We want to always keep separation, it's too subjective. She applauds the idea of using time stamps. We stayed away from it when she was the Chair.

Hallenbeck-if we pursue it timestamp can be done on the agenda.

Gabriella-thank all the chairs. We do have an important newsletter and we consider Solar as a topic. AI is being considered by nonprofits now. They are considering it for event writing. Is there a cultural component for Park Day? Last year's performance was great.

Wendy Carroll- Destinys timestamp idea is spot on.

Mesick-thank you to all the chairs for their ideas and investment.

Wapner-AI, is it feasible? What we're doing is an experiment.

- **RESOLUTIONS:**

1. **Resolution#95-24: To Appoint a Member to the Housing Committee**

WHEREAS, the Housing Committee wishes to add a new member to its committee, and

WHEREAS, Sara McWilliams expressed interest and was nominated by the Housing Committee, and

NOW, THEREFORE BE IT RESOLVED the Chatham Town Board hereby appoints Sara McWilliams to the Housing Committee.

Offered by: Hallenbeck, seconded by: Eaton

VOTE:

AYE: Collins, Werwaiss, Eaton, Wapner, Hallenbeck **NAY:** None Resolution adopted

2. **Resolution#96-24: To Appoint Members to the Parks & Recreation Committee**

WHEREAS, the Parks & Recreation Committee wishes to add new members to its committee, and

WHEREAS, Shelly Haefner and Betsy Winters were nominated by the Parks & Rec Committee, and

NOW, THEREFORE BE IT RESOLVED the Chatham Town Board hereby appoints Shelly Haefner and Betsy Winters to the Parks & Recreation Committee and appoints Betsy Winters as Co-Chair to the committee.

Collins would like to see rec director in that position

Offered by: Eaton seconded motion: Werwaiss

VOTE:

AYE: Werwaiss, Eaton, Wapner **NAY:** Collins Resolution adopted

3. **Resolution#97-24: To Appoint a Member to the Climate Smart Action Task Force Committee**

WHEREAS, the Climate Smart Action Task Force Committee wishes to add a new member to its committee, and

WHEREAS, Josh Bennett expressed interest and was nominated by the Climate Smart Action Task Force Committee, and

NOW, THEREFORE BE IT RESOLVED the Chatham Town Board hereby appoints Josh Bennett to the Climate Smart Action Task Force Committee.

Offered by: Eaton, seconded motion: Werwaiss

VOTE:

AYE: Collins, Werwaiss, Eaton, Wapner, Hallenbeck **NAY:** None Resolution adopted

4. **Resolution#98-24: To Apply for NYS Archives Grant**

WHEREAS, the Town Board, on behalf of Town of Chatham Building Department, Planning Board and Zoning Board of Appeals, wishes to apply for funding through the NYS Archives 2024-25 Grant Program, which is anticipated to be opened up in the late fall of 2024, for a project entitled Planning/Zoning/Building Digital Conversion Project, and

WHEREAS, The Planning/Zoning Boards and Building Departing shall maintain all digitally created records in their native digital format for the legally proscribed retention period of the record, and

WHEREAS, The Town of Chatham shall maintain all digital records adhering to the guidelines set forth in the Regulations of the Commissioner of Education Part 185.8, and

WHEREAS, all copies of records in other formats, including paper, shall be handled according to the LGS1 Retention Schedule and the recommendation of the Records Management Officer, and

NOW, THEREFORE, BE IT RESOLVED, that the governing board of the Town of Chatham hereby approve and endorse the application for a grant under the NYS Archives/ Local Government Records Management Improvement Fund (LGRMIF Grant) for a project known as the Planning/Zoning/Building Digital Conversion Project.

Offered by: Werwaiss, seconded by Hallenbeck

VOTE:

AYE: Collins, Werwaiss, Eaton, Wapner, Hallenbeck **NAY:** None Resolution adopted

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- **PUBLIC COMMENT** None
 - **MOTION TO ADJOURN**
at 6:25PM was made by Werwaiss, seconded by Eaton and carried

Respectfully submitted by,

Beth Anne Rippel, Town Clerk

GOALS**Parks and Rec Committee Goals 2024**

1. Continue helping to maintain the high quality of the summer camp at Crellin Park. Help to increase the number of campers who can attend.
2. Coordinate Crellin Park Day August 17, 2024. This showcases the park for kids and adults.
3. Update and revise the Park Plan. Separate the plan into 2 documents.
 - Document one to be used for granting agencies and other sources of interest and funding.
 - Document two should be a working plan for the park including maintenance and other operational issues.
4. Complete the existing projects that are the works:
 - Pickleball Courts
 - Cement slab for start of fitness trail
 - Continuing growth of the Children's Garden
5. Set a policy for accepting new projects.
6. Position the group to be in line for applying for larger grants by year end 2024.
7. Park Maintenance – set up ways to maintain the park in all seasons.

The **Grants Appropriation Committee** respectfully submits the following goals for the calendar year of 2024:

To pursue and apply for fiscal assistance at the pleasure of the town as directed per Resolution #84-22.

To maintain a working relationship with fellow citizen committees to exchange possible opportunities to be researched and presented to the town board.

To establish a protocol to assist in determining when it would be in the best interest of the town to enlist the services of a professional grant writer on a case-by-case basis. This would allow the committee a system of justification for the budgetary expenditure, which would, in return, be presented to the town board for consideration.

Broad Zoning Update Committee (ZUC) Goals for 2024

(A) Prepare draft phase I code revisions for to address the housing crisis to recommend to the Town Board for adoption in 2024, including robust public review, and

(B) Advance the Solar Law to public review following housing public review.

Communications Committee Goals 2024

The committee held its first meeting and set two goals.

Continue E-mail Blasts

Continue Newsletter on a seasonal basis. Consider name change to reflect its content.

Explore the development of a second publication that will have as its first feature an informational and accurate account of each board meeting. The first issue is how feasible it is to produce this publication. First issue to be considered is the use of AI as an aid to reduce the time needed to write an accurate account of a board meeting.

The committee will report monthly on progress of these two goals and any new goals that are being

CLIMATE SMART 2024 GOALS

1. Clean Energy Communities Actions:

A. Update Fleet Inventory (from CSC submission) - worth \$10,000 in grant funding and 200 points under the program

B. Accumulate additional points under the program - Chatham currently has 2,100 points. Upon reaching 3,000 points an additional \$50,000 match-free grant will be awarded. Actions include: submission of 5 sign ups under Clean Heating and Cooling Campaign - 500 points and \$5,000, CDG (Community Distributed Generation) subscription of municipal accounts - 300 points, submission of documentation relating to Clean Energy Upgrades - 2nd and 3rd tier energy reduction - 15% reduction - 200 points, 20% reduction - 300 points

2. Benchmarking Municipal Buildings for 2022 and 2023 and complete an Energy Audit and Manual J for Town Hall building.
3. EV Campaign under CEC program - 5 sign ups would generate \$5,000 and 200 points under CEC program.
4. Street Light Conversion/Decommission in Lighting Districts - 700 points under CEC program.
5. Repair Cafe - September 14, 2024 at Climate Carnival
6. Advance Solar Law
7. Advance Photovoltaics on Town Property and encourage Home Photovoltaics
8. Close Out Solarize Chatham Campaign
9. Complete Climate Adaptation and Resiliency Plan for County and Chatham - Focus on PE6 to PE9. Investigate possible resiliency planning grants based on plan recommendations.
10. Promote Composting including a Pilot Composting Project in Chatham Village.
11. CSATF Website assessment and development
12. Explore pathways to workable Carbon Dioxide Removal for Chatham
13. Modify Chatham Charging Station Law to allow multiple chargers and reduce fees considered